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अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
परिवहन निदेशालय  
DIRECTORATE OF TRANSPORT

**NOTIFICATION**

Port Blair, dated the 18<sup>th</sup> March, 2010

No.65/2010/F.No. 20-1/Estt/2009.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANL dated the 11<sup>th</sup> April, 1960, and in supersession of Notification No. 110/F.No.42-35/76-TR dated 31.05.1977, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **Munshi** borne in the establishment of the Directorate of Transport, Andaman and Nicobar Administration, namely:—

**1. SHORT TITLE AND COMMENCEMENT:-**

- i) These Rules may be called the Andaman and Nicobar Administration (Munshi in the Directorate of Transport) Recruitment Rules, 2010.
- ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-**

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATIONS:-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

**4. DISQUALIFICATION:-**

No person—

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. POWER TO RELAX:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect of any class or category of person.

**6. SAVING:-**

Nothing in these rules shall effect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
**LIEUTENANT GOVERNOR,**  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-  
**(K.C. Aggrawal)**  
**Spl. Sec.-cum-Director of Transport**

**SCHEDULE****RECRUITMENT RULE FOR THE POST OF MUNSHI IN MINISTRY/DEPARTMENT  
OF MOTOR TRANSPORT**

1.	Name of Post	<b>Munshi</b>
2.	No. of Post	01 (One)* 2010 *(Subject to variation dependent on workload)
3.	Classification	General Central Service Group 'C' Non Gazetted (Non-Ministerial)
4.	Pay Band & Grade Pay/Scale of Pay	Rs. 5200-20200 (PB-1) GP1800
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruitment	Male 18 - 33 Years Female 18 - 38 Years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt. from time to time) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/Candidate
7.	Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules, 1972 ?	No
8.	Educational qualification and other qualification required for direct recruitment	<b><u>Essential :</u></b> 1. Pass in Secondary School Examination (10 <sup>th</sup> Std.) or its equivalent from a recognized board/institution 2. Should possess good knowledge in handling of various kinds of Tools/Stores in automobile workshop
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion deputation/transfer, grades from which promotion/ deputation/transfer to be made	Not Applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC for confirmation consisting of :</u></b> 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Director (Admn.), Directorate of Transport - Member 4. Assistant Engineer (Mech.), Workshop Division, APWD - Member
14.	Circumstances in which UPSC is to be consulted in making Recruitment Rules	N. A.
15.	Duties & responsibilities	Attached at Annexure -I

### **Annexure –I**

#### **DUTIES AND RESPONSIBILITIES OF MUNSHI**

1. To maintain attendance of the staff in the workshop as well as any establishment under the Directorate of Transport.
2. To maintain record pertaining to stores, workshop or traffic and collect data required for maintaining these from the respective sections daily and enter the same in the respective registers on daily basis.
3. To perform all skilled as well as unskilled nature of works related with HSD Oil storage, dispensing, maintenance of records.
4. To draw from the store and maintain a stock of tools and plants under his custody and issue to the staff as per the requirement.
5. Munshi shall extract works from the unskilled workers.
6. Munshi shall undertake all other works as entrusted by his superiors.
7. Munshi shall perform all types of office works manually as well as electronically through computers related with the functioning of Transport Department.